



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 09/01/2016	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>LICENSING SUPERVISOR</b>			
Pay Grade MG 5	Salary Range \$40,372-52,728	Classification Management	
Department: OPG EXECUTIVE DIRECTOR	Location: Tulsa	Location Code: 33A	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	The Licensing Supervisor is a supervisory level position responsible for supervising and coordinating the daily activities of OPG Licensing personnel at all Muscogee (Creek) Nation licensed gaming facilities. For the purpose of licensing tribally owned gaming facilities, employees, and vendors for compliance with Federal and Tribal Internal Control Standards, Tribal Gaming Ordinances and Regulations and all other applicable laws.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Implement departmental procedures and internal controls for efficient operation of the departments based on knowledge of applicable laws, rules, and regulations of NIGC, Federal laws and established company policies, procedures, and controls.</li> <li>2. Provide guidance with effective management solutions, policies, procedures, conducting training, and evaluating performances with a goal of cultivating effective staff to employees.</li> <li>3. Oversee the compliance with laws and regulations relating to fingerprinting, background checks and license applications for complete and accurate information.</li> <li>4. Oversees the submission of all regulatory reports/documents including, NIGC Investigative reports, NIGC Notice of Licensing report, OPG investigative reports, background investigations, and fingerprint.</li> <li>5. Establishes and maintains relationships with gaming operations, including ongoing communications and updates, attending regulatory roadshows, and attending licensing hearings.</li> <li>6. Interacts with members of the casino operations and management team on gaming licensing applications.</li> <li>7. Will be responsible for fingerprinting gaming license applicants.</li> <li>8. Investigate and/or assist with criminal history and other background information on primary management officials, key employees, gaming employees and vendors for the tribally licensed gaming facilities.</li> <li>9. Examine gaming license applications for completeness and submit licensing recommendations to Gaming Commissioner based on background investigation.</li> <li>10. Initiate request for OSBI and other relevant reports as needed.</li> </ol>



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	<ul style="list-style-type: none"> <li>11. Initiate correspondence to gaming facilities regarding licensing information including request for payment to process reports.</li> <li>12. Interacts with Gaming Commissioner and Executive Director on gaming licensing applications.</li> <li>13. Maintain integrity of database containing licensee information.</li> <li>14. Printing licenses and badges as required.</li> <li>15. Shall perform other duties as assigned</li> </ul>
Minimum Requirements:	<ul style="list-style-type: none"> <li>1. Associates Degree in Criminal Justice or Criminology or other related field with (2) years supervisory experience in gaming field.</li> <li>2. Knowledge of NIGC regulations and Muscogee (Creek) Nation Tribal gaming laws.</li> <li>3. Ability to analyze information, problems, situations, and procedures from operational, compliance, and ethical perspectives, identify any relevant concerns, and formulate or provide input for solutions.</li> <li>4. Ability to establish and maintain excellent working relationship with other gaming regulatory agencies.</li> <li>5. Ability to maintain confidentiality and use discretion.</li> <li>6. Ability to respond to inquiries or requests from gaming regulatory agencies.</li> <li>7. Ability to effectively communicate policies and procedures to groups or individuals of the Company.</li> <li>8. Possess the ability to provide direction and motivate employees.</li> <li>9. Must be able to obtain required licensing in applicable jurisdictions.</li> </ul>
Preferred Requirements:	<ul style="list-style-type: none"> <li>1. Bachelor's Degree in Criminal Justice or Criminology or other related field with five years' experience in a gaming related field.</li> <li>2. Extensive knowledge of NIGC Licensing regulations and Muscogee (Creek) Nation Tribal gaming laws.</li> </ul>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Muscogee (Creek) Nation Gaming License

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.



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- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent;  
Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.